

OTR PROPOSAL OF 12 May 1972

12 MAY 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Information Science Training

REFERENCES : (A) Memorandum for the Chairman, United States Intelligence Board, Closure of the Information Science Center, dtd 3 Feb 72
(B) Letter fm the ExecDir-Compt, CIA, to the Deputy Director, DIA, dtd 24 Mar 72
(C) Letter fm the Deputy Director, DIA, to the ExecDir-Compt, CIA, dtd 13 Apr 72

1. Paragraph 10 of this memorandum contains a recommendation for the approval of the Deputy Director for Support.

2. In March 1972 the Central Intelligence Agency offered to assume responsibility for operating the Information Science Center (ISC) and provide courses of instruction in the application of information science to intelligence for CIA and for other USIB member agencies (Reference B). In April 1972, the DIA responded with a confirmation of facility support for the program (Reference C). The transfer of responsibility to CIA was the consequence of budget and manpower cuts which forced DIA to terminate financial support of the ISC (Reference A).

3. The ISC courses have been unique in their purpose as the only courses in the Intelligence Community which focus entirely on the needs of intelligence professionals for training in the use and application of intelligence information systems. They emphasize the application of information science methods to the intelligence process and they are user oriented, enabling more intelligence professionals to make more effective use of existing powerful and costly information systems with potential that cannot be exploited without extensive training.

4. It is planned that during FY 1973, and probably during part of FY 1974, the ISC will be operated on an interim basis using reprogrammed CIA funds, and physical facilities provided by the Defense

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Intelligence School of CIA. These facilities include classroom and office space, and the DIASLS computer system terminals for student training. They are available on a limited basis, imposing some constraints on the number, scheduling, and length of courses which can be offered, the size of classes which can be handled, and the number of faculty and administrative personnel who can be assigned. The net effect of these limitations is that about twenty weeks of instruction can be offered annually in FY 1973. Although this will be a significant accomplishment of vital training, it is only a temporary expedient. Probable longer term training needs include facilities which can handle larger numbers of students and staff, and an expanded scope of courses. Initial course offerings planned for FY 1973 include:

	<u>Weeks</u>
Application of Information Science to Intelligence Functions 4 weeks x twice annually	8
Survey of Intelligence Information Systems 3 weeks x twice annually	6
Management Science for Intelligence 1 week x twice annually	2
Participation in existing OTR courses 1 to 3 day blocks of instruction in such OTR Courses as the Senior Seminar x 2, Advanced Intelligence Seminar x 3, Mid-Career x 4, Intelligence Production x 2, and Intelligence and World Affairs courses x 3	4

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The above schedule will accommodate about 160 students per year in six courses of one to four weeks. In addition about 250 students in twelve existing OTR courses can be given one to three days of information science training. The attached FY 1973 Financial Plan (Attachment A) supports the ISC Interim Program for FY 1973. Due to the lead times anticipated for funding, space, staffing and hardware-software acquisitions it probably will not be feasible to commence an accelerated program on Agency premises before 1 January 1974. Therefore, the FY 1973 level of course activity will probably prevail for the first six months of FY 1974.

5. We anticipate that the current and continuing requirement of CIA and other agencies for training in the application of information science to intelligence is for a program with a student output at least three times the size of the Interim FY 1973 program. Also it will be necessary to expand the scope of course offerings to meet training needs in application areas which are not now covered. For example, the Information Handling Committee of USIB has approved a five week course in Information Science for Indications and Warning and Current Intelligence. There will be a great need to expand the scope of the one to three day blocks of training included in some existing OTS training courses. We anticipate possible requirements for additional Workshop Courses in Intelligence Information Systems, devoted to particular applications and areas of interest, a course in Computer Security, and, possibly, for a systems course for Finance and Budget Officers. Specifying and defining total CIA requirements for FY 1974 and beyond will be an early task for ISC assigned personnel in FY 1973.

6. For planning purposes we are estimating an approximate three-fold expansion in the number of course offerings for the second half of FY 1974, and beyond. This would provide for a total of 50 to 60 weeks of course scheduling per year with an output of about 500 students per year in courses of one to six weeks duration, and about 500 additional students per year in segments of OTS courses of one to three days duration. Course offerings for FY 1974 could include:

	<u>Weeks</u>
Application of Information Science to Intelligence Functions 6 weeks x 3 annually	18
Survey of Intelligence Information Systems 3 weeks x 3 annually	9
Management Science for Intelligence 1 week x 3 annually	3
Systems Analysis for Intelligence 2 weeks x 3 annually	6
ADP Orientation 3 days x 6 annually	2
Workshop in Intelligence System Applications 3 weeks x 3 annually	9

Course offerings for FY 1974 (cont'd)

	<u>Weeks</u>
Participation in existing OTR courses	
1 to 3 days x 19 courses (Senior Seminar x 2, Mid- Career x 4, Advanced Intelli- gence Seminar x 3, Intelligence and World Affairs x 8, Intelli- gence Production x 2)	8
	<u>55</u>

This FY 1974 Transition Program is supported by the attached FY 1974 Financial Plan (Attachment B) containing the funding necessary for the relocation of the program to CIA premises.

7. Cost projections for a Continuing Program for FY 1975 through FY 1978 are contained in Attachment C. This envisages, for financial planning purposes, an annual level of effort approximating that outlined in paragraph 6 of this memorandum. We have insufficient data at this time to estimate the number of years of maximum effort required to fulfill CIA needs for user training. However, two-thirds of the annual cost of the Continuing Program is for personal services. Levels of effort and cost reductions can be achieved by adjusting the size of the staff to meet the level of effort dictated by requirements. A summary financial plan for FY 1973 through 1978 is submitted in Attachment D.

8. Under DIA management the ISC program was staffed at a level of twelve positions, eight professional and four administrative. We believe that we can undertake in FY 1974 and beyond a more comprehensive program reaching more students with a smaller staff. The level of programming outlined in paragraph 6 will require seven professional faculty members and three administrative-secretarial personnel as described in Attachment E. A further reduction in the size of the staff would necessitate a reduction in the scope of the program. If we are willing and able to admit a significant number of students from other agencies to selected courses it is possible that one or more of these agencies will be willing to detail a faculty member to the staff without charge to the CIA staff or contract calling. NSA has agreed to provide on detail a full-time faculty member for the FY 1973 Interia Program.

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9. It is our best estimate that the maximum Continuing Program described in the preceding paragraphs will require approximately 7350 sq. ft. of space. The break-down of this estimate is contained in Attachment F. If space can be provided in the Chamber of Commerce Building this estimate can be reduced by 4000 sq. ft., or a revised total requirement of 3350 sq. ft. Classrooms and seminar/work rooms are already available in the Chamber of Commerce Building on a scheduled basis. The selection of this building is even more logical when one considers the variety of other administrative and training support immediately available for this program without further duplication of staff, space and equipment.

10. I recommend that the program and plans contained in this memorandum be approved with the understanding that modifications in course scheduling, content and scope may be made upon completion of further detailed studies of the requirements of the various Directorates of CIA, but that such program adjustments will be accomplished within the financial limits outlined herein. It is anticipated that a review and analysis of CIA requirements can be completed by 30 November 1972.



RICH T. CUNNINGHAM
Director of Training

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Atts

APPROVED:

John W. Coffey
Deputy Director for Support

Date

Distribution:

Orig - Adse (Return to DTR)
2 - DDC/S
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DTR/SINA/ [redacted] :sks (12 May 72)

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3 February 1972

U-81118/EMC

MEMORANDUM FOR THE CHAIRMAN, UNITED STATES INTELLIGENCE BOARD

SUBJECT: Closure of the Information Science Center

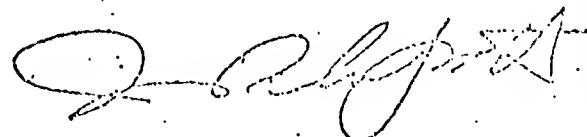
References: a. DCT Memorandum to SecDef, subject: "Establishment of Training Courses at the Defense Intelligence School in Application of Information Science Technology to Intelligence," 25 March 1967.

b. SecDef Memorandum to the Director, DIA, subject: "Training of Intelligence Personnel in Information Science Technology," 13 June 1967.

1. References a and b above, requested the Director, DIA, among other things, to develop specialized courses at the Defense Intelligence School for applying information science techniques to specific categories of intelligence problems. An Information Science Center (ISC) was accordingly set up within DIS for this purpose on 26 December 1967.

2. Due to drastic DoD budgetary cuts and heavy reduction in resources currently being sustained by this agency, DIA will no longer be able to continue the ISC mission. Accordingly, it will be necessary to close the ISC by 30 June 1972. The classes now in session will be the last ones presented by the Center.

3. If the intelligence community wishes to give full support to the ISC, DIA can arrange to provide space for classrooms and faculty offices; however, DIA can no longer provide funds for personnel.



JAMMIE M. PHILPOTT
Lieutenant General, USAF
Deputy Director

122-244-5

Lieutenant General J. M. Philpott, USAF
Deputy Director, Defense Intelligence Agency
The Pentagon
Washington, D. C. 20301

Dear General Philpott:

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This letter responds to your memorandum of 3 February to the Chairman, United States Intelligence Board which stated that CIA could not continue full financial and personnel support to the Information Science Center after 30 June 1972. CIA does desire to take advantage of the statement in your memorandum amplified in your conversations with [redacted] indicating that space (Buildings T-4 and T-42), utilities, computer support (access to DIAOL System, use of existing terminals including associated cryptographic devices, modems, and maintenance), guard and char services, building maintenance and necessary furnishings would continue to be available for an on-going training effort in Information science. We would like to conduct the various courses pending determination of longer range requirements and a more permanent solution.

Preliminary contact has been made with Captain Furnas and unless you desire otherwise we propose to begin immediately the further discussions necessary to establish this interim CIA-managed training capability.

Sincerely,

WS

W. E. Colby
Executive Director-Comptroller

RETYPEDED/DS/LtCol Heine/71831/pj/J1 Apr 72
D-01325/DS-7/Captain Furnas/pw/33801/10 Apr 72

Mr. W. R. Colby
Executive Director-Comptroller
Central Intelligence Agency
Washington, D. C. 20505

Dear Mr. Colby:

Thank you for your letter of 24 March 1972, indicating your Agency's interest in continuing training in Information Science. As stated in my memorandum of 3 February 1972 to the Chairman, United States Intelligence Board, the Defense Intelligence Agency can no longer fund or provide any personnel for this program but can furnish some instructional space in support of it.

Some of the Defense Intelligence School facilities used by the former Information Science Center can be made available in FY 73 for this purpose on a part-time, shared basis. There is a record high enrollment in the School's 34-week Post-Graduate Intelligence Course in FY 73, and it will be necessary for the Defense Intelligence School to present two of its courses in Building T-4. Additionally, the computer terminals and secure area in this building will be required by the School throughout the year to provide ADP on-line terminal and other instruction for various Defense Intelligence School courses, as well as to provide in-house DIAOLIS/COMIS training for DIA employees, as was the case this year. This is the only such facility DIA has for its own in-house training in DIAOLIS/COMIS and related computer applications. Accordingly, Building T-4 will be utilized full time by the School for at least seven months of the year.

The School can, however, provide the following support to the proposed Information Science program for FY 73:

- a. Office space for up to six persons (in Building T-62).
- b. Use of a lecture classroom, student study rooms, terminals, and available equipment and furnishings in Building T-4 on request at various periods (totaling approximately four to five months during the year. The exact dates to be established by or in concert with Defense Intelligence School courses.)

Coordinator DS
Director's Cy
Secretary's Cy #4406
DS R/F
DS-7 R/F
DS-7 Cy
DS-7 Serial

6. Security guards, chart service, utilities and building maintenance.

Inasmuch as the Defense Intelligence School will be the prime occupant and user of the premises, the above support can be provided for FY 73 at no cost to CIA. However, all faculty and staff, as well as all costs for expenditure supplies, textbooks, graphics, and administrative support associated with the Information Science course will be CIA's responsibility.

Further coordination and finalization of the details may be worked out directly with the Commandant, Defense Intelligence School, as suggested in the last paragraph of your letter.

Enclosed,

SIGNED

JEROME M. PHILPOTT
Lieutenant General, USAF
Deputy Director

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INFORMATION SCIENCE TRAINING

INTERIM PROGRAM

FY 1973

	<u>Cost In Thousands</u>
I. Personal Services:	
Staff and Contract Salaries for one faculty position for seven months and three administrative/secretarial positions for a full year; benefits.	\$ 53
II. Travel:	
Student travel; staff travel for I&W Course preparation, professional meetings and meetings with contractors.	3
III. Rentals:	
Retention of GE time-sharing back-up system at DIS facilities.	20
IV. Other Services:	
Minor space alterations; guest lecturers and consultants honorariums and fees; bus rentals for local travel.	13
V. Supplies and Materials:	
Teletype paper, tape and ribbons; training aids; microfiche supplies; office supplies; text and reference books; periodicals; commercial information science instruction material.	15
VI. Equipment	
Projectors; vugraphs; furniture; safes; files	4

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INFORMATION SCIENCE TRAINING

TRANSITION PROGRAM

FY 1974

Cost In Thousands**I. Personal Services:**

Staff and Contract Salaries
for seven faculty and three
administrative/secretarial
positions for a full year;
benefits.

\$218

II. Travel:

Student travel and staff travel;
visits for course preparation;
professional meetings; meetings
with contractors.

8

III. Rentals:

Twelve time-sharing terminals for
classified data base; six back-up
terminals for unclassified data base;
plotter; Xerox.

41

IV. Other Services:

Space preparation in new facilities;
guest lecturer and consultants fees;
bus rentals for local travel

186

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V. Supplies and Materials:

Teletype paper, tape and ribbons;
training aids; microfiche supplies;
office supplies; text and reference
books; periodicals; commercial
information science instruction
material.

30

VI. Equipment:

Modems; cryptographic equipment;
control units; training equipment;
furnishings.

74

Total FY 74 Costs

\$557

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CONTINUING PROGRAM

FY 1975 through 1978

	<u>Cost In Thousands Per Fiscal Year</u>
I. Personal Services:	
Staff and Contract Salaries for seven faculty and three administrative/secretarial positions for a full year; benefits.	\$223 *
II. Travel:	
Student travel and staff travel; visits for course preparation; professional meetings; meetings with contractors.	10
III. Rentals:	
Twelve time-sharing terminals for classified data base; plotter; Xerox; six back-up terminals for unclassified data-base.	51
IV. Other Services	
Minor space alterations; guest speaker and consultant honorariums and fees; bus rentals for local travel.	22
V. Supplies and Materials	
Teletype paper, tape and ribbons; training aids; microfiche supplies; office supplies; text and reference books; periodicals; commercial information science instruction material.	30
VI. Equipment	
Furnishings; training aids.	3
Total Average Fiscal Year Costs for FY 75, FY 76, FY 77, and FY 78	<hr/> \$339

* Average Fiscal Year cost including benefits and annual 1% increase
in Personal Services

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Attachment D

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SUMMARY FINANCIAL PLAN *

FY 1973 through FY 1978

	Interim Program		Transition Program		Continuing Program		
	FY 1973		FY 1974		FY 1975	FY 1976	FY 1977
I. Personal Services	\$ 53		\$218		\$220	\$222	\$224
II. Travel	3		8		10	10	10
III. Rentals	20		41		51	51	51
IV. Other Services	13		186		25	21	21
V. Supplies and Materials	15		30		30	30	30
VI. Equipment	4		74		3	3	3
Total Estimated Costs by Fiscal Years	\$108		\$557		\$339	\$337	\$339
							\$341

* In thousands of dollars.

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INFORMATION SCIENCE TRAINING

TABLE OF ORGANIZATION

FY 1974 through FY 1978

<u>POSITION</u>	<u>GRADE</u>	<u>TOTALS</u>
Training Officer, Information Science, Chief	GS-15	1
Training Officers, Information Science	GS-15	2
Training Officers, Information Science	GS-14	3
Training Officer, Information Science	GS-13	1
Administrative/Training Assistant	GS-09	1
Secretary	GS-07	1
Secretary	GS-06	1
Total Planned Incumbency		10

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INFORMATION SCIENCE TRAINING

SPACE ESTIMATES

1 January 1974 through 30 June 1978

I. Classrooms and Seminar/Work Rooms:

1 Classroom, @1200 sq. ft.	=	1200 sq. ft.
1 Classroom, @2000 sq. ft.	=	2000 sq. ft.
4 Seminar/Work Rooms 400 sq. ft.	=	1600 sq. ft.

Total Classroom and Seminar Rooms	4800 sq. ft.
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II. Terminal Room(s):

18 terminals @75 sq. ft. each	=	1350 sq. ft.
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Total Space for Terminals	1350 sq. ft.
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III. Office Space:

1 Faculty @180 sq. ft.	=	180 sq. ft.
6 Faculty @120 sq. ft. each	=	720 sq. ft.
3 Admin/Secretarial @110 sq. ft. each	=	330 sq. ft.

Total Office Space	1230 sq. ft.
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IV. Storage Space:

1 Storage Room @500 sq. ft.	=	500 sq. ft.
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Total Storage Space	500 sq. ft.
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Total Space Required If Outside Chamber of Commerce Building	7880 sq. ft.
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Total Space Required If Inside Chamber of Commerce Building	3080 sq. ft.
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